### **Massachusetts Department of Public Health**

# Drug Analysis Laboratory

Boston, MA.



# Comprehensive Review Checklist

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			Not	
Review Items	Yes	No	Applicable	Comments
A. Are all the documentation for the				
comprehensive review present?				
1. Copy of Drug Receipt				
2. Copy Control Card				
3. Copy of Daily Balance Sheet				
4. Copy of Daily Negative Control Sheet				
5. Drug Analysis Form				
6. Copy of MS Tracking Sheet				
7. Copy of MS Sequence Sheet	:			
8. Copy of Tune Report				
9. Raw Data				
10. Copy of Certificate of Analysis				
B. Preliminary Test				
Daily Balance Check Accepted				
Negative Control Check Accepted				
Are all of the notes legible, organized and easy to				
understand?				
Do the notes contain a complete and accurate			i	
description of the evidence?				
Color Test Performed & Accepted				
Microcrystalline Test Performed & Accepted				
Verify Sampling Technique				
Verify Math Calculations				
Net Weight Documented				·
Are the weights reported appropriately and are				
the proper units noted?				
Macroscopic Test Performed & Accepted				
Microscopic Test Performed & Accepted				
Micromedex Match Accepted				
Literary Search Match Accepted				
UV-Vis Test Performed & Accepted		٠		
GC # Test Performed & Accepted				
HPLC Test Performed & Accepted				

### **Massachusetts Department of Public Health**

Drug Analysis Laboratory Boston, MA.

Comprehensive Review	Checklist	

Sample Library Search Accepted

Sample Spectral Interpretation Match Accepted

Lab #:	Ànalyst:			
Review Items	Yes	No	Not Applicable	Comments
C. Confirmatory Test (if applicable)	CONCENT ON		100	
Instrumentation				
GC/MS#		and the second	STATE OF STATE OF	
Tune Performed & Accepted				
QC Mix Present & Accepted				
MS Sequence Log Accepted				
Opening Standard/s Present & Accepted				
Closing Standard/s Present & Accepted				
Negative Control/s Present & Accepted				
MS Tracking Log Accepted				
Negative Control/s Present & Accepted				
Sample Retention Time Accepted				
Sample Library Search Accepted				
Sample Spectral Interpretation Match Accepted				
LC/MS/MS#	S. Nagersky		Australia (Constitution)	
Tune Performed & Accepted				
QC Mix Present & Accepted				
MS Sequence Log Accepted				
Opening Standard/s Present & Accepted				
Closing Standard/s Present & Accepted				
Negative Control/s Present & Accepted				
MS Tracking Log Accepted				
Negative Control/s Present & Accepted	,			
Sample Retention Time Accepted				
Sample Library Search Accepted				
Sample Spectral Interpretation Match Accepted				
IR#				
Internal Polystyrene Present & Accepted				
Standard Present & Accepted				
Negative Control/s Present & Accepted				

### **Massachusetts Department of Public Health**

Drug Analysis Laboratory Boston, MA.

Lab#:	Analyst			
Review Items	Yes	No	Not Applicable	Comments
D. Reporting				
Drug Receipt Completed & Correct				
Control Card Completed & Correct				
Drug Analysis Form Completed & Correct				
Certificate of Analysis Completed & Correct				
Evidence Envelope Completed & Correct				
Evidence Packaging Completed & Correct				
Identification of Substance:				
Reviewer Signature:		Date:		

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Chemist:	
Description	Checked
Are all the appropriate areas of the drug reciept filled in?  Does the drug reciept reflect the actual evidence (or is discrepancy noted)?  Were the daily negative controls performed?  Were the balances used for analysis documented?  Were the balances used for analysis documented?  Were the daily balance check performed?  Are all of the notes legible, organized and easy to understand?  Do the notes contain a complete and accurate description of the evidence?  Do the notes correspond to the actual testing performed?  Are all the testing documents included with the file?  Are the weights reported appropriately and are the proper units noted?  Was the correct choice of sampling technique used?  Has the reviewer checked the wieght calculations, if applicable?  Does the preliminary testing criteria meet the la policy?  Have the appropriate standards and negative controls been run and does the the testing Has the control card been filled out accurately and completely?  Are the reported conclusions scientifically supproted by the included data?  Is the certificate correct? Do the data, drug analysis form, drug receipt and cetificate age is the cerificate signed and dated appropriately?  Is the re-packaging of the evidence according to the policy of the lab?  Do the control card, certificate and evidence agree?	
Reviewer: Date:	

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Review Items	NIA	<b>168</b>	No	Cocca	Hero	RX	Maris	Othe
A. Documentation			100					1
Drug Receipt								
Control card								
Envelope								
B. Preliminary Test								
Balance Check	The second secon		and the second second section is					
Negative Control Check	1							
Color Test Results								
Crystals								
UV-Vis								
GC#			F.	•••				
HPLC								
Macroscopic								
Microscopic								
Micromedex Match					,			
Literary Search Match								
Calculations				· · · · · · · · · · · · · · · · · · ·				
Net Weight								
C. Confirmatory Test				154013 (1541)				
Instrument								
GC/MS#				An established		2.0		
Tune Present & Accepted								
QC Mix Present & Accepted								
Sequence Setup								
Opening Standard/s Present & Accepted								
Closing Standard/s Present & Accepted								
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MS Control Sheet Present								
Blank/s								
Retention Time Acceptance								
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Closing Standard/s Present & Accepted								
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MS Control Sheet Present								·····
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Library Search > 90%								
Spectral Interpretation Match								
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QC Present & Accepted								
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Library Search								
Spectral Interpretation Match								
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Identification of Substance:	

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A. Documentation					100						
Drug Receipt											-
Control card											
Envelope											
B. Preliminary Test							100				
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Negative Control Check											
Color Test Results											
Crystals											
UV-Vis											
GC#											
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Literary Search Match	-										
Calculations											
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C. Confirmatory Test						100		0.00			
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QC Mix Present & Accepted											
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Spectral Interpretation Match						<u> </u>	1		1		I
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Spectral Interpretation Match											
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QC Present & Accepted										<del>                                     </del>	
Biank/s											
Library Search											-
Spectral Interpretation Match											
D. Reporting										Ī	
Control Card				A CONTRACTOR OF THE PARTY OF TH		CONTRACTOR AND AND ADDRESS OF THE		meet No. 17 (Bay All ST. Ba)	province registration of	And All Proceedings Survey	nen in enteredado
Certificate of Analysis											

Identification of Substance:	
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